

L P A S C O P E O F S E R V I C E S F O R M

A. Project Identification

County-Route-Section (Project Name): BEL St. Clairsville Sidewalk Ext

Project Sponsor / Maintenance Responsibility: City of St. Clairsville

- ☐ Local Let
☒ ODOT Let

PID (ODOT assigned): 125024

Scope Field Review: June 24, 2026

Scope Meeting: June 24, 2026

Proposed Sale Date: April 2029

State Fiscal Year: 2029

Highway Functional Classification: 04 – Minor Collector

Federal Aid System (ODOT assigned): Yes

B. Design Standard

ODOT (applicable design standards and guidelines from L&D Manuals, Multimodal Design Guide, etc.)

C. Project Description

Construction of new sidewalks along the south side of US 40 (National Road) in the City of St. Clairsville from Plaza Dr to the end of the existing sidewalk on the west side of the USPS drive.

Prior studies / plan (identify):

N/A

Estimate Project Length:

(begin pavement to end pavement including bridge) 0.28 mi. +/-

Work Length:

(including project length & approach work) 0.28 mi. +/-

Alignment: ☒ Existing

☐ Relocated (explain)

Existing Roadway Alignment; Proposed Sidewalk Alignment

Profile: ☒ Existing

☐ New (explain)

Existing Roadway Profile; Proposed Sidewalk Profile

Logical Termini:

(w/ explanation)

Plaza Dr to approximately 200' west of Reservoir Rd (west side of USPS drive)

D. Typical Sections

Existing	Pavement Width:	☒ curb to curb	Graded Shoulder:	<i>Varies</i>
	<i>Varies (24' min.)</i>	☒ edge to edge	Treated Shoulder:	<i>Varies</i>
	R/W Width:	<i>Varies (to be confirmed during the Plan Development Process (PDP))</i>		
	Bridge Width:	<i>N/A</i>		
		☐ f/f of rails, ☐ t/t of curbs, or ☐ t/t of parapets		

Existing	Yes	No	Comment / Type
Median	☐	☒	
Curbs	☒	☐	<i>South side only from Plaza Dr to Trinity Hospital drive.</i>
Curb ramps	☐	☒	
Sidewalks	☐	☒	Width: _____
Guardrail	☐	☒	

Additional Things To Note About **Existing** Typical Section:

Proposed	Pavement Width:	☒ curb to curb	Graded Shoulder:	<i>Varies</i>
	<i>Varies (24' min.)</i>	☒ edge to edge	Treated Shoulder:	<i>Varies</i>
	R/W Width:	<i>TBD based on proposed construction limits</i>		
	Bridge Width:	<i>N/A</i>		
		☐ f/f of rails, ☐ t/t of curbs, or ☐ t/t of parapets		

Proposed	Yes	No	Comment / Type
Median	☐	☒	
Curbs	☒	☐	<i>Exist. limits plus where needed to accommodate proposed sidewalk.</i>
Curb ramps (*)	☒	☐	<i>ADA Compliant curb ramps to be added as required</i>
Sidewalks	☒	☐	Width: <i>Varies (per design standards and ROW constraints)</i>
Guardrail	☒	☐	<i>Only add if needed based on grades per design standards</i>

Note (*) – Curb ramps must be updated to current ADA standards.

Additional Things To Note About **Proposed** Typical Section:

It may be best to gradually bring the sidewalk down by the Digestive Health Complex (across from Pine Ave), then continue it low in the Burger King parking lot and behind the signs and utilities at the Plaza Dr intersection. Confirm early in the PDP, but this is the initial thought based on potential utility conflicts, terrain, Right of Way, and cost considerations.

Supplemental Information: US 40 (National Rd)

ADT (2029)	<u>7600</u>	Design ADT (2041)	<u>8100</u>
DHV (2041)	<u>810</u>	Certified Traffic	<u>N/A</u>
T24	<u>10%</u>	Legal Speed	<u>25 MPH</u>
Design Speed	<u>25 MPH</u>		
Comments: <u>Opening Year – 2029; Design Year - 2041</u>			

E. Right-of-Way

	<u>Yes</u>	<u>No</u>	<u>Remarks</u>
Right-of-Way Plan:	☒	☐	
Approximate Number of Parcels:			<u>4</u>
Known Relocations:	☐	☒	
Railroad Involvement:	☐	☒	
Railroad Name:			
Encroachments:	☐	☐	<u>To be verified during the Plan Development Process (PDP)</u>
Airway Highway Clearance:	☐	☒	
Airport Name:			
Comments:			<u>Number of parcels estimated based on field visit and potential alignment; actual number of parcels required will be verified at Stage 1/Preliminary ROW Submission</u>

Note: Provide a footprint of proposed and existing right of way limits as soon as available to the District Environmental Coordinator and District Real Estate Administrator.

Caution: Environmental needs to be clear prior to the beginning of right of way acquisition.

F. Utilities

		Yes	No	Name of Company		
Aerial	Phone	☒	☐			
	Cablevision	☒	☐			
	Power	☒	☐			
Underground	Phone	☒	☐			
	Cablevision	☒	☐			
	Power	☒	☐			
	Gas	☒	☐			
	Pipelines:	☐	☒			
				<u>Private</u>	<u>Public</u>	<u>Name of Company</u>
	Water	☒	☐	☐	☒	<i>City of St. Clairsville</i>
	Sanitary	☒	☐	☐	☒	<i>City of St. Clairsville</i>
Storm	☒	☐	☐	☒	<i>City of St. Clairsville</i>	
Other: _____						
Comments: _____						

G. Structure Requirements – N/A

Existing Structure Information:	Structure type:	_____		
	Bridge No.:	_____	Structural File No.:	_____
	Sufficiency Rating:	_____	General Appraisal:	_____
	Crossing:	_____		
	Bridge Length:	_____	Number of Spans:	_____
	Eligible for the National Historical Register:	☐ Yes ☐ No		

Proposed Structure Information:	New Structure: ☐ Yes ☐ No
	Rehabilitate Existing Bridge by: _____
	Structure Type: _____
	Beam Type: ☐ Concrete Box; ☐ Steel; ☐ n/a
	Structure Width: _____ Number of Spans: _____
	Local must have proposed structure's load rating on file
Other Design Considerations / Explanation of Change in Line/Grade:	
Guardrail Type: _____	

H. Design Exception(s) Required

☐ Yes Explain: *Low Speed Roadways*
☒ No

I. Traffic Control

	<u>Yes</u>	<u>No</u>	<u>Remarks</u>
Signing:	☒	☐	<i>Remove and re-erect/replace existing as needed and add proposed as needed.</i>
Striping:	☒	☐	
Lighting:	☐	☒	
Signals:	☒	☐	<i>Potential pedestrian upgrades at the signal to cross Plaza Dr</i>
RPMs:	☐	☒	

J. Maintenance of Traffic

Type of MOT: ☐ Detour, ☒ Part Width, ☒ Daily Flagging

Remarks/Describe: _____

Will Pedestrian Traffic need to be maintained? *No*

Remarks/Describe: *No existing sidewalk within the project limits*

K. Driveways

☒ Yes Type: *Commercial of various types (aggregate, asphalt, brick, concrete)*
☐ No

L. Project Funding

Project Cost Estimate: \$750,000 (less ROW costs)

Quantity splits needed in plans to ☐ Yes Comments:
differentiate funding participation: ☒ No

Coordination with Concurrent ☐ Yes Comments:
Projects Required: ☒ No

Funding Source: *Belomar CMAQ (4TB7)* Federal Maximum: *\$600,000*

Funding Split: *80/20*

Cost Estimates:

	Local Information			Federal Information			Total
	SAC	Total Local Funds	Percent Split	SAC	Total Federal Funds	Percent Split	
Preliminary Engineering	<i>LNTP</i>	<i>\$21,250</i>	<i>20</i>	<i>4TB7/BM11</i>	<i>\$85,000</i>	<i>80</i>	<i>\$106,250</i>
Detailed Design	<i>LNTP</i>	<i>\$3,750</i>	<i>20</i>	<i>4TB7/BM11</i>	<i>\$15,000</i>	<i>80</i>	<i>\$18,750</i>
Right of Way	<i>LNTP</i>	<i>TBD</i>	<i>100</i>				<i>TBD</i>
Construction	<i>4BG7</i>	<i>\$112,500</i>	<i>20</i>	<i>4TB7/BM11</i>	<i>\$450,000</i>	<i>80</i>	<i>\$562,500</i>
Construction Engineering	<i>4BG7</i>	<i>\$12,500</i>	<i>20</i>	<i>4TB7/BM11</i>	<i>\$50,000</i>	<i>80</i>	<i>\$62,500</i>
Totals:		<i>TBD</i>			<i>TBD</i>		<i>TBD</i>

Additional remarks about funding:

Funding to be monitored throughout the PDP with Stage Estimates.

M. Cost Recovery

Does the LPA intend to recover any Direct Labor Costs associated with this project?	☐ Yes	☒ No
Does the LPA intend to recover any Fringe and Overhead Costs associated with this project?	☐ Yes	☒ No

If the LPA does intend to recover Fringe and Overhead Costs, by what method do they intend to recover those costs?

- ☐ 1. Direct Labor only (no indirect cost recovery for fringe benefit or overhead costs)
- ☐ 2. Direct Labor plus indirect costs determined using the Federal De Minimis Indirect Cost Rate¹
- ☐ 3. Direct Labor plus Approved Fringe Benefit Costs (fringe benefits only)²
- ☐ 4. Direct Labor plus indirect costs determined using the approved applicable Cost Allocation Plan rate
- ☐ 5. No cost recovery of any LPA direct labor, fringe benefits, or overhead costs.

Does the LPA currently have a timekeeping system in place?	☐ Yes	☐ No
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If so, does that system track both payroll and project hours concurrently?	☐ Yes	☐ No
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If different systems, how does the LPA reconcile project hours to payroll?

How often are payroll records prepared?

For employees working on multiple activities, does the LPA track daily time by activity/project on the time sheets?	☐ Yes	☐ No
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(Tracking hours worked, without activities, on Federal projects is non-compliant. All activity hours must be shown)

Does the LPA ensure that timecards are signed by the employee?	☐ Yes	☐ No
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N. Environmental – see Environmental (NEPA) Scope of Services
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O. Roles/Responsibilities

Note: Consultants used for development of Construction plans, R/W plans, R/W acquisition/appraisals, and Construction inspection must be pre-qualified by ODOT.

Construction Plan Development:	ODOT Prequalified Consultant
Proposal/Specification Development:	ODOT
LPA Agreement:	ODOT/LPA
Form and Preliminary Legislation:	ODOT/LPA
Environmental Tasks:	ODOT Prequalified Consultant/ODOT (see Environmental SOS)
Advertising and Award of Contract:	ODOT
Construction Inspection:	ODOT
R/W Plan Development:	ODOT Prequalified Consultant
R/W Acquisition / Appraisals:	ODOT Prequalified Consultant
Utility Relocation:	Coordination and relocation by LPA/ODOT Prequalified Consultant (responsible for completion of the Utility Note for any relocations)

P. Field Review – held on June 24, 2026 with Belomar, ODOT, and City of St. Clairsville personnel
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Q. Commitment Dates

Milestone  		Date  	Completed	SFY (Qtr)
 Field Review		06/24/2026	✓	2026 (Q4)
 Initial Project Scope Complete		08/17/2026	✓	2027 (Q1)
 Stage 1 Plans - Submitted		04/30/2027	—	2027 (Q4)
 NEPA Start Date		05/31/2027	—	2027 (Q4)
 Preliminary R/W Review Submission - Submitted		07/30/2027	—	2028 (Q1)
 Stage 2 Plans - Submitted		12/01/2027	—	2028 (Q2)
 Compliance R/W Review Submission- Submitted		12/01/2027	—	2028 (Q2)
 Environmental Document Approved		02/18/2028	—	2028 (Q3)
 R/W Authorized		03/01/2028	—	2028 (Q3)
 Stage 3 Plans - Submitted		08/01/2028	—	2029 (Q1)
 R/W Acquisition Complete		12/01/2028	—	2029 (Q2)
 Local R/W Certification		12/01/2028	—	2029 (Q2)
 Plan Package Submitted to District		12/01/2028	—	2029 (Q2)
 District R/W Certification		12/22/2028	—	2029 (Q2)
 Plan Package Received in C.O.		01/01/2029	—	2029 (Q3)
 Sale		04/01/2029	—	2029 (Q4)
 Award		04/01/2029	—	2029 (Q4)
 Begin Construction		05/01/2029	—	2029 (Q4)
 End Construction		07/31/2029	—	2030 (Q1)